



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
JUNE 18, 2022**



*The Board and Chief Rodriguez have concluded that enough progress has been made in controlling the pandemic that we now feel it is safe, while still maintaining CDC recommended safety protocols, to reopen the station and to resume holding in person meetings. We began that process with the May 15, 2021 board meeting, and will continue until further notice.*

- 1 Call to Order. The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:00 am.
- 2 Pledge of Allegiance. Chairman Cummiskey led the gathering in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Cummiskey, Clerk John Hennessey and Member Dennis Massion were in attendance at the fire station. Treasurer Pete Batschelet and Member Israel Torres were absent. Note: see comments re: Israel's attendance in agenda item 8g). Also in attendance were Chief Dave Rodriguez, Admin Asst Julie Mattila and Communications Specialist/Public Information Officer John Nelson. Attending from the public were Pat Hennessey, Jan Cummiskey, Tom Swanson, Julie Swanson, Tom O'Brien, Rita O'Brien, Dick Zimmerman and Joe Ruet. For the record, we had a quorum of the board.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all to the meeting, noting this is the largest participation from the public in recent months. He said he expects District 4 County Supervisor Judy Begay and District 4 Director Cheryl Barlow to join us at some point and to stay for lunch following the meeting. He welcomed Tom and Julie Swanson, noting that Julie is interested in pursuing one of the three open positions on the board at the November election. He noted our fiscal year ends this month, so next month's board meeting will include a year-end review.
- 5 Call to the Public/Audience Comments. There were no comments.
- 6 Review and Approve the Minutes for the May 21, 2022 Regular Board Meeting. Clerk Hennessey made a motion to approve the minutes as presented. Member Massion seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for May 2022. In the absence of Treasurer Batschelet, Chairman Cummiskey reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 91.7% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 89.7% while YTD expenses are at 83.5%. The end of the month cash balance was \$457,641.24. The projected year end cash balance is \$383,709.24. If our budget is adjusted for zero contingency expenditures, which is our typical experience, our revenues would be at 99.6% and expenses would be 91.0%, both very favorable to plan. We expect to complete the payment for the new water tender next month, and are still receiving some tax payments, though small, as we are in the tax trough. We are in good shape financially. Chairman Cummiskey made a motion to approve the financial report as presented. Member Massion seconded, and the motion passed unanimously.

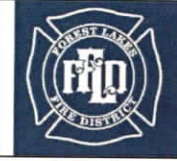
In accordance with the statutory requirements of A.R.S. 48-807, by virtue of accepting the entire detailed financial report the Board certified that:

- a) The District has reconciled all balance sheet accounts for the preceding fiscal month, and the Board has reviewed them.
  - b) The District has produced a financial report for the preceding fiscal month, including a register of all checks, warrants, and deposits; a statement of the District's financial activities; and a statement of the District's net assets.
  - c) The District has produced a cash flow projection report for the current fiscal year, and said report has been updated to include the actual revenues and expenditures for the preceding fiscal month.
  - d) The Governing Board has reviewed the financial reports, the updated cash flow projection report, and all month end fund statements and reports of the preceding month, including any reports provided by the County Treasurer and each of the financial institutions in which the District maintains an account.
  - e) The District is in compliance pursuant to A.R.S. 48-807 (N) & (O) and no reports indicate an adverse impact on the ongoing operations or liquidity of the District.
- 8 Business
- a) Discussion and possible action re: Final review of 2022-23 budget and submission to Coconino County. In Treasurer Batschelet's absence, Chairman Cummiskey presented the final review of the 2022-23 budget and 2023-24 projection.





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Information Report - .

- As stated, his intent is to be proactive and to coordinate information among the various sources he monitors. He took an action to make it easier for residents to know where to go to access desired information and to have it ready for the upcoming Open House.
- f) Discussion and possible action re: Review and approval of policies 0002 (Fire Board and Chief Policy) and 0016 (Vacation Policy). Policies, Procedures and Bylaws Chairman Massion discussed proposed changes to policies 0002 and 0016, which had been previously distributed to the board. If approved, no policy would be older than 2019 in the update cycle. Policy 0002 has updates to better define the authority and division of responsibilities between the Chief and Fire Board to assure smooth operation of the district. Following discussion of the updates, Chairman Massion made a motion to approve Policy 0002 as presented. Clerk Hennessey seconded, and the motion passed unanimously. Chairman Massion reported changes to Policy 0016 included updates to keep it aligned with changes to the governing state statutes. Upon conclusion of his comments, Chairman Massion made a motion to approve Policy 0016 as presented. Clerk Hennessey seconded, and the motion passed unanimously.
  - g) Status update re: Governmental Advocacy Committee (Israel). Chief reported Israel intended to participate in person, but due to his Covid-19 diagnosis, he chose to not participate in person as a precautionary measure. He called in to attend telephonically, but due to department phone issues that could not be resolved during the meeting, he sent Chief Rodriquez a text message with his Governmental Liaison report, which Chief read into the record on Israel's behalf, as follows. AFDA's John Flynn reported federal funds have been released from the American Rescue Plan that can be applied to fire districts. There is no defined process as yet for how to apply for the funds. Passage of the Fire District Safety Act looks promising. If passed by the voters, it would provide significant additional revenues to fire districts.
  - h) Status update re: Master Planning Committee Activities. Master Plan Committee Chairman Hennessey reported he and Chief Rodriquez are working on the requirements spec for a winter cover for the Front-End Loader. The FEL is a big piece of equipment. Preliminary sizing calls for a building 20 feet wide by 32 feet long by 20 feet high, with a 12 ft x 12 ft rollup door. This is a near term activity (within next 2 years). In the 5-year time frame of the Master Plan we are investigating housing for Dave's replacement (to coincide with his announced retirement plans) in the SW corner of the property. In between these end points we are considering adding electricity to the blue garage and the 3 sheds as our most near-term project, as well as beautification of the balance of the property, including placement of RR ties along the southern boundary to prevent water incursion to the properties to our south. The timing of some of these efforts could be accelerated so as to combine work elements to save costs.
  - i) Status update re: Heart Monitor Purchase. Receipt of the unit still estimated at 60 days out (supply chain issues.)
  - j) Status update re: Chief's Performance Review and Contract renewal. Chairman Cummiskey reported he had prepared and delivered Chief's performance review this past week, with input from the board members, which was accelerated slightly to coincide with the district's fiscal year. The review was favorable, with only some administrative issues to be addressed. He and Chief Rodriquez also agreed to the language of Chief's new two-year employment contract, which will be effective July 1<sup>st</sup>, to also coincide with the district's fiscal year and includes salary adjustments as approved in the new budget (see agenda item 8a). Hard copies awaited signatures from Tom and Dave following the meeting.